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ABSTRACT

This booklet offers information on a variety of programs being offered for Navy youth by the Navy Recreation Services. The guide illustrates the types of programs being conducted, and highlights some exceptional programs. A chart presents a listing of youth team sports, indoor and outdoor sports, special events, fitness camps, parent clubs, and volunteer coaches and the naval bases where the programs are available. Fourteen exemplary programs are described with the address of the naval base and a brief outline of the purpose of the program. Outlines are provided of rules and regulations governing the development and implementation of the programs. (JD)

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DEPARTMENT OF THE NAVY
NAVAL MILITARY PERSONNEL COMMAND
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO
1710
NMPC-111
29 MAR 1985

MEMORANDUM FOR DISTRIBUTION

Subj: YOUTH PHYSICAL FITNESS PROGRAMS

Encl: (1) Youth Physical Fitness Survey and Resource Guide

1. Your response to our request for information on youth physical fitness programs identified excellent programs as well as a need for increased support in this critical area of the Navy youth program. Enclosure (1) is a look at the variety of programs being offered for Navy youth by Recreation Services. This guide illustrates the types of programs being conducted and highlights some exceptional programs. The second publication in this three-part series will be a resource guide of physical fitness and health related program resources that can be used by local Recreation Services departments. The final publication will be a description of a model youth physical fitness program now being tested at NAVSTA Mayport, NAVSTA Long Beach, NTC Orlando, and Navy Recreation Center, Solomons. This third guide will include a step-by-step implementation process.

2. Physical fitness is essential in the overall development of youth. I encourage you to pick at least one of these programs, make contact with the provider and initiate a similar program at your activity.

3. The Recreation program staff at COMNAVMILPERSCOM is ready to provide technical assistance in the implementation of these programs. Successful program ideas are continually welcomed. Send program input or requests for assistance to Recreational Services Department, Naval Military Personnel Command, NMPC-111, Washington, DC 20370.

4. I thank all of the respondents for making this publication series possible. Information sharing helps provide better quality programs to more people, strengthens the Navy Recreation Program, and is vital to our success. Your continued support of Navy youth physical fitness programs is appreciated.

David L. Harlow

DAVID L. HARLOW
Commander, Naval Military
Personnel Command

Distribution
(See page 2)

Subj: YOUTH PHYSICAL FITNESS PROGRAMS

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HOW TO USE THIS RESOURCE GUIDE

This Resource Guide is divided into two sections capsuling the youth physical fitness survey conducted in October 1984.

The first section lists the results of the survey and the second section highlights some of the exceptional and innovative programs. Points of contact for further information are included in the highlights section.

	NAS ADAK	NAS ALAMEDA	NAVSTA ANNAPOLIS	NAVFAC ARGENTIA	NAVSCSCOL ATHENS	NAS ATLANTA	NAVFAC ANTIGUA	NAF ATSUGI	ADMINSUPU BAHRAIN	SUBASE BANGOR	NAS BARBERS PT.	NAVIOSP BEAUFORT	NAVFAC BERMUDA	NAVMEDCOM BETHESDA	NAVFAC BRAWDY
YOUTH TEAM SPORTS															
Baseball/softball	X	X	X	X				X		X	X	X			X
Soccer	X	X	X	X				X	X	X	X				
Basketball	X	X	X	X				X	X	X	X				
Football		X	X					X		X	X	X			X
Other				X					X	X	X				
OUTDOOR SPORTS															
Hiking/camping															X
Water sports (scuba)			X	X					X	X		X			
Swimming lessons		X	X							X					
Swim team			X						X		X				
Swimming, recreation				X					X						X
Running, jogging		X													
Tennis lessons		X					X			X		X			X
Skiing															
Other												X			
INDOOR SPORTS															
Gymnastics/Tumbling			X							X					
Bowling Leagues/Lessons			X	X	X			X							X
Martial Arts		X						X		X					
Dance		X									X				
Aerobics		X					X	X		X					
Other			X	X						X					
SPECIAL EVENTS															
Junior Olympics				X				X							
Track & Field Meets				X											
Par Course/Fitness Tr.															
1/2 Marathons, Fun Run		X		X				X		X	X				
Bicycling, BMX															
Other	X			X				X							
CAMPS (with fitness)															
Summer camps			X								X				
Day Camps				X											
Before/After School											X				
Sports Clinics			X	X											
OTHER															
Parent Booster Clubs															
Volunteer Coaches		X	X	X			X	X			X				

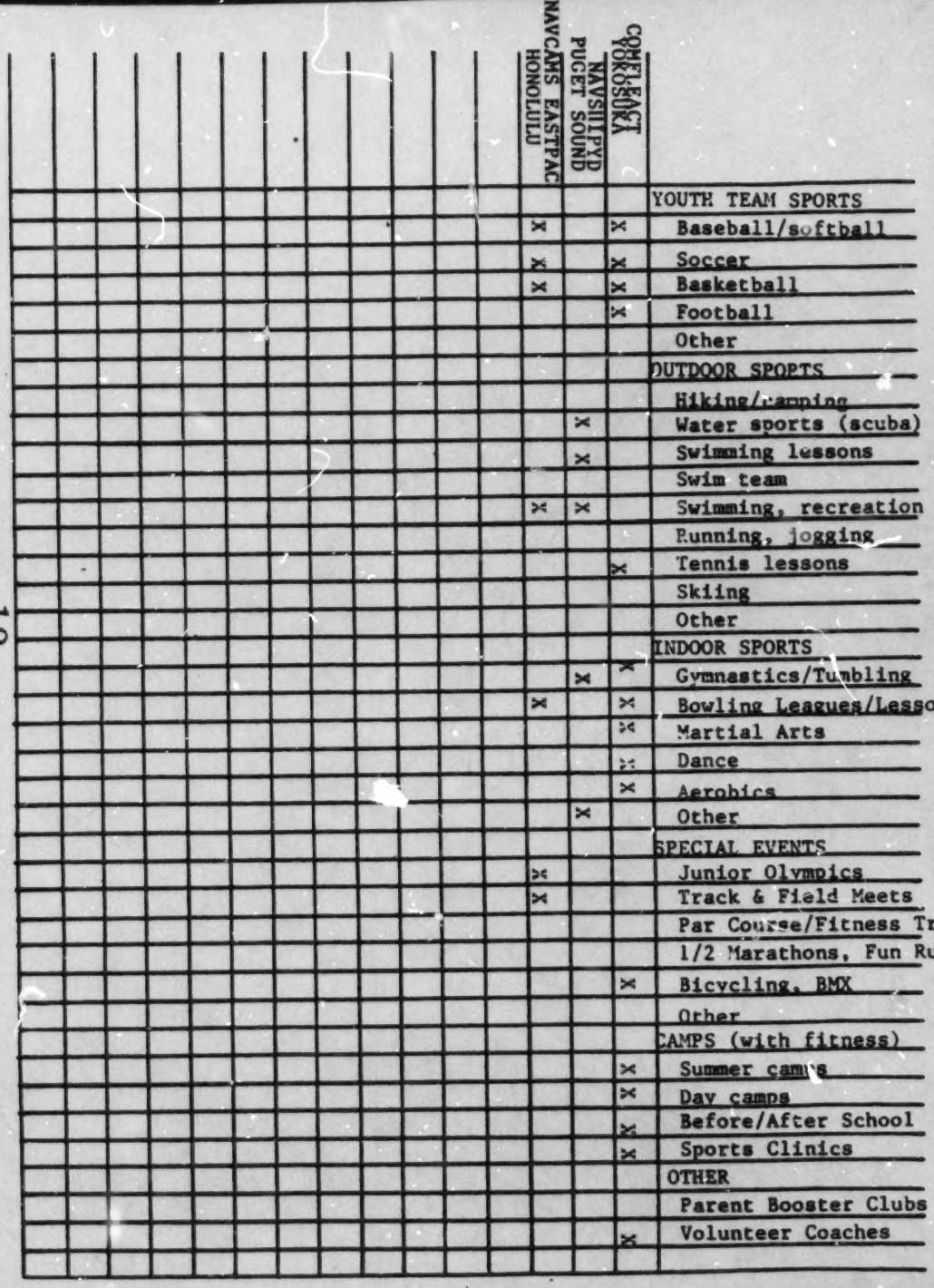
	YOUTH TEAM SPORTS	Baseball/softball	Soccer	Basketball	Football	Other	OUTDOOR SPORTS	Hiking/Camping	Water sports (scuba)	Swimming lessons	Swim team	Swimming, recreation	Running, jogging	Tennis lessons	Skiing	Other	INDOOR SPORTS	Gymnastics/Tumbling	Bowling League/Lessons	Martial Arts	Dance	Aerobics	Other	SPECIAL EVENTS	Junior Olympics	Track & Field Meets	Par Course/Fitness Tr.	1/2 Marathons Fun Run	Bicycling, BMX	Other	CAMPS (with fitness)	Summer camps	Day camps	Before/After School	Sports Clinics	OTHER	Parent Booster Clubs	Volunteer Coaches
NAS BRUNSWICK		X								X		X			X				X			X						X									X	X
NAS CECIL FIELD										X				X		X			X			X	X	X					X	X	X						X	X
NWS CHARLESTON		X	X									X				X			X	X	X	X	X	X													X	X
NAVSTA CHARLESTON									X		X								X																			
NAS CHASE FIELD				X				X										X	X		X	X																X
NAVCOMMU WASHINGTON DC																		X			X										X							
NAVSECGRUACT NORTHWEST		X	X	X						X		X		X				X		X			X			X							X				X	
NAVSUPPFORANTARCTICA CHRISTCHURCH													X														X											
WPNSTA EARLE		X		X				X		X		X							X			X	X				X	X			X			X				
WPNSTA CONCORD																X							X															
NAVFAC COOSHEAD		X								X		X											X														X	X
NAS CORPUS CHRISTI		X	X						X									X		X												X					X
NAVTECHTRACEN CORRY STATION		X	X	X						X				X	X			X	X												X		X	X			
NAVCOMM UNIT CUTLER									X							X	X		X	X											X		X	X			
NAVSURWPNCEN DAHLGREN		X								X	X		X	X		X		X	X	X		X	X				X				X						

	YOUTH TEAM SPORTS	Baseball/softball	Soccer	Basketball	Football	Other	OUTDOOR SPORTS	Hiking/camping	Water sports (scuba)	Swimming lessons	Swim team	Swimming, recreation	Running, jogging	Tennis lessons	Skiing	Other	INDOOR SPORTS	Gymnastics/Tumbling	Bowling League/Lessons	Martial Arts	Dance	Aerobics	Other	SPECIAL EVENTS	Junior Olympics	Track & Field Meets	Par Course/Fitness Tr.	1/2 Marathon Fun Run	Bicycling, BMX	Other	CAMPS (with fitness)	Summer Camps	Day Camps	Before/After School	Sports Clincs	OTHER	Parent Booster Clubs	Volunteer Coaches
NAS DALLAS																						X	X															
FCTCLANT DAM NECK						X																																
NAVSECBRUACT EDZELL		X	X	X																X		X				X										X	
NAVAIRFAC EL CENTRO		X	X			X				X	X								X			X	X				X		X			X			X	
NAS FALLON		X	X		X	X					X					X		X		X			X	X	X										X	
NAS GLENVIEW		X		X		X	X		X			X	X	X		X			X			X					X		X						X	
NAVSTA GUANTANAMO BAY		X	X		X	X	X						X						X																X	
CBC GULFPORT		X			X	X	X			X		X		X		X			X			X			X	X		X								
NAVSUPPACT HOLY LOCH		X	X	X					X									X	X		X	X									X	X		X			
NAS JACKSONVILLE		X								X	X					X			X				X				X										
NAVRADRECFAC KAMI SEYA				X				X		X		X							X									X			X						
NAVSTA KEFLAVIK		X	X	X	X	X					X							X		X	X	X						X								X	
NAS KEY WEST		X	X		X	X	X			X				X				X		X											X						
SUBASE KINGS BAY		X	X		X	X	X		X	X	X		X	X					X	X	X	X	X					X	X	X							
NAS KINGSVILLE		X		X	X						X		X						X				X								X	X					

	YOUTH TEAM SPORTS	Baseball/softball	Soccer	Basketball	Football	Other	OUTDOOR SPORTS	Hiking/camping	Water sports (scuba)	Swimming lessons	Swim team	Swimming, recreation	Running, jogging	Tennis lessons	Skiing	Other	INDOOR SPORTS	Gymnastics/Tumbling	Bowling Leagues/Lesson	Martial Arts	Dance	Aerobics	Other	SPECIAL EVENTS	Junior Olympics	Track & Field Meets	Par Course/Fitness Tr.	1/2 Marathons, Fun Run	Bicycling, BMX	Other	CAMPS (with fitness)	Summer camps	Day camps	Before/After School	Sports Clinics	OTHER	Parent Booster Clubs	Volunteer Coaches
NAVSUPPO LA MADDALENA			X	X					X	X						X				X		X															
NAVAIRENGCEN LAKEHURST		X	X							X						X			X	X																	
NAVPHIBASE LITTLE CREEK		X	X		X						X									X					X						X						
NAVSTA LONG BEACH		X	X	X	X									X					X	X		X										X					
NAVAL MAGAZINE LUALUAI										X		X																									
NAVSTA MARE ISLAND		X		X	X				X	X	X	X	X	X	X				X	X	X	X	X				X		X		X			X			
* NAVSTA GUAM		X	X						X	X	X	X	X			X			X	X	X		X				X				X			X		X	
* NAVCAMS GUAM		X	X						X	X	X							X	X							X					X			X		X	
* NAS AGANA GUAM		X	X	X	X	X			X	X		X		X	X						X	X					X		X	X	X	X				X	
NAVSTA MAYPORT		X	X	X		X					X							X		X	X		X				X				X						
SPCC MECHANICSBURG		X	X								X	X	X			X			X			X													X		
NAS MERIDIAN		X									X	X											X			X		X									X	
NAVSUPPACT NEW ORLEANS			X								X	X	X					X	X		X									X		X				X	
NAS MEMPHIS		X	X	X		X					X	X			X		X			X			X							X		X					
NAS LEMOORE		X	X	X			X			X	X	X		X	X				X	X	X									X		X	X	X	X	X	X

	YOUTH TEAM SPORTS	Baseball/softball	Soccer	Basketball	Foocball	Other	OUTDOOR SPORTS	Hiking/camping	Water sports (scuba)	Swimming lessons	Swim team	Swimming, recreation	Running, jogging	Tennis lessons	Skiing	Other	INDOOR SPORTS	Gymnastics/Tumbling	Bowling League/Lessons	Martial Arts	Dance	Aerobics	Other	SPECIAL EVENTS	Junior Olympics	Track & Field Meets	Par Course/Fitness Tr.	1/2 Marathons, Fun Run	Bicycling, BMX	Other	CAMPS	Summer Camps	Day Camps	Before/After School	Sports Clinics	OTHER	Parent Booster Club	Volunteer Coaches	
NAS MIRAMAR		X							X	X				X		X		X	X	X	X	X										X		X					
NAS MOFFETT FIELD		X	X																			X					X	X			X	X				X		
NAVSUPPACT NAPLES		X	X	X	X				X	X	X				X						X	X				X		X								X	X	
NAVCOMMSTA NEA MAKRI		X	X	X						X	X	X		X								X			X			X		X							X	
SUBASE NEW LONDON		X	X	X	X					X	X	X		X	X	X		X	X	X	X	X						X		X							X	
NETC NEWPORT		X	X	X	X	X				X	X				X			X	X	X	X																X	
NAVADMINCOM NORFOLK		X	X			X					X							X		X	X																	
NAVSTA NORFOLK		X								X	X							X			X	X			X					X							X	
NAS OCEANA		X	X						X		X	X	X			X		X	X	X	X	X	X						X		X				X			
NAVADMINCOM ORLANDO		X	X					X	X	X				X				X	X	X	X	X	X						X		X				X			
SUPSHIP PASCAGOULA						X				X																													
NAS PATUXENT RIVER		X	X	X	X						X	X		X				X	X			X	X						X		X						X	
SUBASE PEARL HARBOR										X					X				X	X																	X	
NAS PENSACOLA		X	X						X						X				X	X	X						X				X						X	X
NAS NORTH ISLAND		X									X							X				X						X									X	

	YOUTH TEAM SPORTS	Baseball/softball	Soccer	Basketball	Football	Other	OUTDOOR SPORTS	Hiking/camping	Water sports (scuba)	Swimming lessons	Swim team	Swimming, recreation	Running, jogging	Tennis lessons	Skiing	Other	INDOOR SPORTS	Gymnastics/Tumbling	Bowling League/Leagons	Martial Arts	Dance	Aerobics	Other	SPECIAL EVENTS	Junior Olympics	Track & Field Meets	Par Course/Fitness	1/2 Marathons, Fun Run	Bicycling, BMX	Other	CAMPS	Summer camps	Day camps	Before/After School	Sports Clinics	OTHER	Parent Booster Clubs	Volunteer Coaches
NAVSTA ROOSEVELT ROADS		X	X	X	X	X			X	X				X		X			X	X	X	X			X	X	X		X								X
NAVHOSP SAN DIEGO										X		X			X						X	X					X											
NAVSTA SAN DIEGO		X	X											X		X		X	X		X																X	
COMFLEACT SASEBO		X	X	X	X			X	X	X		X		X					X	X	X						X		X	X	X					X	
NAVSECGRUACT SABANA SECA		X	X	X	X							X							X												X						
NAVSECGRUACT SKAGGS ISLAND		X								X									X								X									X	
NAS SOUTH WEYMOUTH		X		X							X	X							X		X						X			X							
NAVWPN ST. MAWGAN						X																															X	
NAVSTA SUBIC BAY		X	X	X		X				X	X			X		X			X	X		X									X					X	
NAVRADSTA SUGAR GROVE		X										X		X				X	X		X						X		X		X					X	
NAVSTA TREASURE ISLAND		X								X	X								X		X						X									X	
COMNAVACT LONDON UK		X								X			X														X				X						
NAVAIRDEVCEN WARMINSTER		X	X		X	X	X				X								X												X						
NAS WHIDBEY ISLAND		X	X		X	X	X				X			X		X			X	X						X										X	
NAS WHITING FIELD		X	X			X				X						X			X								X		X		X					X	


COMFLEACT YOKOSUKA
NAVSHIPYD PUGET SOUND
NAVCAMS EASTPAC HONOLULU
YOUTH TEAM SPORTS
Baseball/softball
Soccer
Basketball
Football
Other
OUTDOOR SPORTS
Hiking/camping
Water sports (scuba)
Swimming lessons
Swim team
Swimming, recreation
Running, jogging
Tennis lessons
Skiing
Other
INDOOR SPORTS
Gymnastics/Tumbling
Bowling Leagues/Lesson
Martial Arts
Dance
Aerobics
Other
SPECIAL EVENTS
Junior Olympics
Track & Field Meets
Par Course/Fitness Tr.
1/2 Marathons, Fun Run
Bicycling, BMX
Other
CAMPS (with fitness)
Summer camps
Day camps
Before/After School
Sports Clinics
OTHER
Parent Booster Clubs
Volunteer Coaches

NAVY YOUTH PHYSICAL FITNESS "HIGHLIGHTS"

1. Naval Submarine Base New London

Address: Recreation Services Director
Naval Submarine Base New London
Box 00
Groton, CT 06340

Program Title: Mom and Baby Exercise

Ages: Birth to crawling stages
When: Through the year

This is a special class designed to exercise mom and baby at the same time. The program is designed to get recently delivered moms back into shape. Part of each class is spent working with baby in team exercise which helps develop the important bond between mother and baby.

Program Title: Little Rascals Gymnastics

Ages: 2 and 1/2 - 5 years
When: September through May

This is a creative movement class emphasizing perceptual motor development with an introduction to gymnastic tumbling skills. Parents are required to stay and are encouraged to participate. Classes once per week.

Contact Person: Susan Hall, Manager
AFYMCA
Dolphin Community Center
(203) 449-4702

2. Naval Air Station Memphis

Address: Recreation Services Director
Naval Air Station Memphis
Millington, TN, 38054

Program Title: Youth Bowling

Bowling (ages 5-22 yrs) - four three-day clinics are held each summer to teach young people how to bowl. These clinics are free of charge. The youth bowling program is open to dependents of active duty and retired military personnel. Clinics are conducted by the bowling manager and his assistants. Junior bowling leagues run September-May and June-August. Parents act as coaches, scorers and spectators during league bowling. An awards ceremony is held at the conclusion of each league.

Contact Person: Earl Cody
Bowling Center Manager
AV 966-5779

3. Naval Station Subic Bay

Address: Recreation Services Director
U.S. Naval Station
FPO San Francisco 96651

Program Title: Summer All-Stars

The summer all-stars program is designed specifically for youth ages 8 to 18; offered annually and consists of the following:

(1) 8-9 year olds: 5 mile cumulative swim, 20 mile cumulative run, 20 sets sit ups and 10 sets push ups.

(2) 10-12 year olds: 10 mile cumulative swim, 25 mile cumulative run, 25 sets sit ups and 15 sets push ups.

(3) 13-14 year olds: 15 mile cumulative swim, 30 mile cumulative run, 30 sets sit ups and 20 sets push ups.

(4) 15-18 year olds: 20 mile cumulative swim, 35 mile cumulative run, 35 sets sit ups, 25 sets sit ups.

Sponsors, lifeguards and gym attendants verify athletic records. Participants receive All-Star T-shirts and certificates of accomplishment. Pictures are printed in the base newspaper.

Program Title: Youth Decathlon

A youth decathlon is sponsored bi-annually by Recreation Services Department and includes: basketball, bowling, minigolf, billiards, 25 yard swim, horseshow throw, 100 meter run, football throw, softball throw and a 440 to 880 yard run (depending on age group). The event encompasses two days and is tailored for specific age groups ranging from 8 to 18 years old. Points are accumulated for each event and tabulated to determine the winners in each category. T-shirts and certificates are presented to all participants and winners receive a plaque.

Program Title: Family Swim Program

50, 100, 200, and 300 mile swim programs are available for the family. Distances are verified by lifeguards at the pools and certificates are awarded for each goal met. Patches are awarded upon completion of 50/100 miles. Tee shirts are awarded upon completion of 200 miles and jackets are awarded upon completion of 300 miles.

Contact Person: Kay Kinghorn
Youth Center Manager
Av 882-3011

4. Naval Submarine Base, Kings Bay

Address: Recreation Services Director
Naval Submarine Base
Kings Bay, GA 31547

Program Title: Outdoor Recreation Activities

(1) Backpacking programs: A program of outing trips with an emphasis in developing camping and outdoor skills such as survival, cooking, nature study, astronomy, and hiking. Participation target group is Navy and DoD civilian families.

(2) Canoe camping programs: This program is similar to backpacking with the same skill development objectives except canoeing skills are substituted for hiking skills. Participation target group is Navy and DoD civilian families.

(3) Bicycle picnics: A program similar to a regular picnic except participants meet at a specific point and cycle to the picnic and back. Equipment, food and activity supplies are transported and set up before the participants reach the site. Participation target group is Navy and DoD civilian families.

(4) Day Hikes: A program consisting of a series of day hikes with specific objectives. For example: bird study, plant and wild flower identification, photography, astronomy, etc. Target group is Navy and DoD civilian families.

Contact Person: Mark Hendrickson
Dependent Activities Coordinator
AV 860-2057

5. Naval Air Station Cecil Field

Address: Recreation Services Director
Naval Air Station
Cecil Field, FL 32215

Program Title: Family Super Day

A day dedicated and programmed to recognize the Navy Family. On this day many discounts are offered to enhance and encourage family participation in such activities as Golf, Bowling and swimming. The primary program focused around a family picnic which included recreation and sports/fitness activities for all ages infant through adult, (i.e., diaper derby, father and son softball, home run derby, whiffle ball golf, family tug-a-war, and parent child paddle boat races, etc.). Target group is all military, retired, and DoD civilian families.

Program Title: Youth Events

Children's physical activities and games are held in conjunction with the operation of the Youth Center located on station and the Recreation Express, a mobile recreation delivery program to remote government housing located off-station. In both programs the youth are supervised in activities such as relay games, tag games, chase games, team sports (i.e., softball, volleyball, etc.) and new games. Target group is all military and DoD civilian dependent youth.

Contact Person: Tim Hofstetter
Recreation Services Director
AV 860-6004

6. Naval Security Group Activity, Edzell, Scotland

Address: Recreation Services Director
U. S. Naval Security Group Activity
FPO New York 09518

Program Title: Scottish/American Youth Sports Day

Our annual "Scottish/American Youth Sports Day" is considered to be a unique program. We invite all local grade schools in addition to our DoD school to compete in a program of track and field, tug-of-war, etc. Competition is divided into age groups, boy, girl and mixed events. Volunteers are used extensively for judging, food/drink concessions, crowd/traffic control, etc.

Contact Person: MWR Director
AV 229-4338

7. Naval Air Station Agana, Guam

Address: Recreation Services Director
U. S. Naval Forces, Marianas
FPO San Francisco 96630

Program Title: Summer Sault Program

The Recreation Department sponsors a Summer Sault Program for youth ages 7 through 12. The arts, sports activities and outdoor hiking are some of the activities.

There is a summer teen program for teenagers 12 through 18 years. These activities include swimming, surfing, hiking and camp outs.

Additional activities for youth on Guam include the following:

a. Travel - International Countries - Commercial Sponsors
b. Travel - Island Tours - Commercial Sponsors

c. Windsurfing - Commercial Sponsors
d. Running - Sponsored by Guam Running Club
e. Hiking (Boonie Stomps) sponsored by USO
f. Hobby Complex activities sponsored by Navy Rec Dept.
g. Horsebackriding - Commercial Sponsors
h. Tennis Courts/Tourney - Sponsored by Navy Rec and Commercial
i. Exercise Classes - Sponsored by Navy Rec Dept.
j. Bicycle Club - Sponsored by Guam Bicycle Club
k. Special Olympics - Sponsored by Special Olympics Commitee
l. Football - Guam Youth Football League
m. Mini Soccer - Guam Parks & Recreation Youth Center
n. Basketball - Guam Parks and Recreation Youth Center

All programs are open for all youth of Guam.

Contact Person: John Hattel
Recreation Director
AV 321-0111

8. Naval Air Station Oceana

Address: Recreation Services Director
Naval Air Station Oceana
Virginia Beach, VA 23460

Program Title: Youth Equestrian Activities

Youth equestrian activities including English and Western lessons, horse shows, pony rides, petting zoo, hayrides and organized summer programs.

Contact Person: Donna Pillow, Manager
Jim Schwab, Manager
AV 433-3266

9. Naval Communications Unit Cutler

Address: Recreation Services Director
Naval Communications Unit Cutler
East Machias, ME 04630

Program Title: Summer Youth Program

a. Summer Youth Program - An eight week summer recreation program involving a variety of games, sports, instruction, and outings. Examples of activities include: Instructional - Tennis, waterskiing, canoeing and marksmanship; Sports - softball, fleeceball, kickball, bombardment, volleyball, basketball, bowling; Games - frisbee obstacle course, New Games, arts and crafts; Outings - scavenger hunts, swim trips, picnics to State Parks, and field trips.

Program Title: After School Program

b. After-School Program. A 20-week (Nov-Mar) after-school program offered twice weekly to school age youth. Due to severe lack of physical education instruction in local elementary schools, activities are geared towards high physical activity. Activities include indoor soccer, volleyball, basketball, wallyball, kickball, bombardment, dodgeball, New Games.

Contact Person: Bob Ouellette
Recreation Programs Coordinator
AV 476-7284

10. Naval Air Station, Alameda

Address: Recreation Services Director
Naval Air Station
Alameda, CA 94501

Program Title: Fun Runs/Running Club

Fun Runs - Summer Fun Run series with additional runs throughout the year. Runs are a reasonable length with all skill levels welcomed. Dependents of Navy and civilian personnel, and family involvement is encouraged.

Running Club - T-shirt awards are presented to dependents of military personnel who log 100 miles and jackets for 1000 miles. Transportation is provided to all major running events in the area for military and civilian personnel and their families.

Contact Person: [illegible]an Steward
Exercise Physiologist
AV 686-2365

11. Naval Construction Battalion Center, Gulfport

Address: Recreation Services Director
Naval Construction Battalion Center
Gulfport, MS 39501

Program Title: Kids All-Star Day

This program is designed for family involvement for all ages. This event takes place every June and is usually a 4-5 hour event filled with fun and fitness for all. MWR staff and volunteers from wives clubs spend the entire time providing events, such as frisbee tosses, hula hoop competition, sack races, relay races, obstacle course races, track and field events, egg toss, fitness competition and fun runs. No fee is charged for this event. Food and awards are provided by donations from wives clubs, youth booster group and volunteers.

Program Title: Explorer Scout Olympics

This event is coordinated with the Local Explorer Scout Troops. CBC Gulfport is the host site for this competition. Individual and team sports competition is conducted during a 3-day period. MWR facilities are used to support Navy events. Competition includes events such as one mile run, 100 yard dash, volleyball tournament, bowling tournament, basketball tournament, ping pong, tennis and racquetball tournaments. Teams and individuals are presented awards on their won/loss record.

Contact Person: Gary McLeay
Manager, Community Activities Branch
AV 363-2875

12. Naval Air Station, Moffett Field

Address: Recreation Services Director
Naval Air Station
Moffett Field, CA 94035

Program Title: Bicycle Moto Cross

Bicycle Moto Cross Racing - open to military and civilian riders ages 4 through 35 years. Excellent family involvement in track development and maintenance, scoring, announcing and concessions. Track is located adjacent to military housing and open to military and civilian communities. Sanctioned American Bicycle Association program and track.

Contact Person: Valerie Liberty
Youth Activities Director
AV 462-4980

13. Naval Communications Area Master Station, WESTPAC

Address: Recreation Services Director
Naval Communications Area Master Station
West Pacific
FPO San Francisco 96630

Program Title: Family Fitness Fair

Family Fitness Fairs -- Information booths on nutrition, health screening, exercise sessions, films, speakers (e.g., fitness, weight control, heart association, cancer society, nutrition and runs of various distances.

Program Title: Wellness Program

Wellness Program -- A comprehensive free family fitness program including fitness assessment testing, free family exercise sessions emphasizing strength, flexibility, endurance and cardiovascular fitness counseling, weight control

counseling, "Run for your life" jogging program, fun runs, weight training programs and courses.

Contact Person: Brian Whitney or
Willie Bray
AV 355-5630

14. NMPC - Youth and Family Recreation

Address: Recreational Services Department
Naval Military Personnel Command
(N-1111C)
Washington, D.C. 20370

Program Title: Take a Family Fitness Break

TAKE A FAMILY FITNESS BREAK

You deserve a fitness break, and so does your family! Recreation Services will be providing you just such opportunities in the take a "Family Fitness Break" program.

Have you gone bowling with the family? Have you and your family jogged around the base? Your family may have already enjoyed these things or you may have thought about doing them - now is your chance to use your feet and energy, and discover how much fun you can have as a family without really trying.

The "Family Fitness Break" program is designed to give families specific fitness goals to work for and thus allow you to set aside specific times to exercise togetner.

There are three levels of participation. After you complete the first level your family receives a certificate of completion. Upon completion of the second level, each family member receives a "Take a Family Fitness Break" T-shirt. Upon completion of the third level, the family receives a plaque.

Activities are in two categories, aerobic and social fitness. For aerobic activities, two points are earned by a family every time they participate in an activity for the specified time. For social fitness activities, one point is earned by a family every time they participate in an activity for the specified time. Families must earn 50 points for a certificate, 100 points for T-shirts and 200 points for a plaque. A family can earn a 1/2 point handicap each time of participation for every child under five.

You are on your honor (as a family) to do your activities. This is a free program and to be eligible your family must have at least one child and one adult. The family that plays together - stays together.

FAMILY FITNESS BREAK

Aerobic Exercise	(2 Points)
Jogging	(15 minutes)
Swimming	(30 minutes)
Bicycling	(45 minutes)
Aerobic Dance	(45 minutes)
Aerobic Workout	(45 minutes)

Social Fitness Exercise
(1 Point) (All 1 Hour)

Badminton
Baseball
Bowling
Canoeing/rowing
Dance - Disco/Break/Square/Folk
Exercise Class
Golf
Gymnastics
Hiking
Horsebackriding
Ice Skating
Judo
Karate
Racquetball
Roller Skating
Soccer
Softball
Squash
Tennis
Volksmarching
Volleyball

Contact Person: Mick McAndrews, Youth and Family Recreation Program Coordinator; Susan Conklin, Head, Community and Outdoor Recreation Branch
AV 224-4388, 224-4384
Comm (202) 694-4388

15. Naval Air Station Miramar

Address: Recreation Services Director
Naval Air Station Miramar
San Diego, CA 92145

Program Title: "Health and Fitness Week"

A first time ever "Health and Fitness" week took place in May and patrons became involved by the hundreds. With a new trend towards fitness, Recreation Services joined in with San Diego County and held a week full of health and fitness events. Body accounting, horsebackriding, swimming, nutrition lectures, an aerobic marathon, bowling, a racquetball tournament, a swim pool band concert, weight lifting seminars, a jogging clinic, a bicycle ride, a 10K run, and many more health activities were offered through the week. Every age was invited to participate and all ages came out for a good time.

Contact Person: Bob Gale
Recreation Services Director
AV 959-3528

16. Naval Air Station Whiting Field

Address: Recreation Services Director
Naval Air Station Whiting Field
Milton, FL 32570

Program Title: Divot Derby

The beginning of a pro starts with eight year olds and continues through age 17 at the Divot Derby. This event is sponsored by the Sports Association, Pensacola News-Journal, Osceola Men's Golf Association and Pensacola Ladies' Golf Conference.

The beginners have a chance to learn the game and advanced players sharpen their skills at free clinics given by area golf professionals.

After two months of clinics a tournament is held for all participants and those beginners with no golf clubs get to use a set donated by area golfers and pros.

Each year over 300 boys and girls participate in this summer program which ends at a News Journal Sponsored Banquet where the winners receive their trophies.

During the tournament a t-shirt, Cokes and hot dogs keep the field going.

This is a nationally recognized program designed to promote golf among youth. Our program is offered to military and DoD dependents.

Contact Person: Ruth Harrison
Recreation Services
Administrative Officer
AV-868-7052

YOUTH SPORTS BOOSTERS ORGANIZATION

The backbone of a youth sports program rests within the volunteers who give their time in the interest of youth. From the volunteer coach to the concession stand manager, parent involvement is a vital part of the entire program.

The task for the recreation professional is in the effective and efficient management of this volunteer workforce. To this end, the establishment of a youth sports boosters organization can be significant.

Briefly stated, booster clubs are made up of parents and interested adults, for the purpose of providing organizational, promotional, and financial support of youth athletics. Advantages of booster clubs include:

- o Provides opportunity for involvement of entire family in a recreation experience.
- o Provides additional and varied volunteer experiences, e.g. club officers, committee work, etc.
- o Parental support of other youth programs.
- o Increases "word of mouth" publicity and public relations
- o Financial contribution assists in keeping the program costs at a minimum so that all children can afford to play.
- o Booster clubs can become a strong advocate for the entire youth program.

Youth sports boosters organizations can be an excellent resource in youth activities, but the key is in the management of these groups. Attached are some ideas and information from existing organizations that will help you get started.

Naval Weapons Station, Charleston

Address: Recreation Services Director
Naval Weapons Station
Charleston, SC 29408

Naval Air Station, Lemoore

Address: Recreation Services Director
Naval Air Station
Lemoore, CA 93246-0001

PROGRAM TITLE: Youth Sports/Athletics Boosters Associations

See attached information

Contact Person: Jeff Gruver
WPNSTA Charleston
AV 794-7601

Randy Sells
NAS Lemoore
AV 949-3163

Chapter 11

MENRIV YOUTH ATHLETIC BOOSTER ASSOCIATION (YABA)

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1101. Purpose. The purpose of this chapter is to promulgate regulations for the operation and organization of the MenRiv YABA.

1102. Information. The MenRiv YABA is organized to serve as the volunteer fund-raising organization to stimulate interest in the Naval Weapons Station Youth Activities Program.

1103. Recognition. The YABA exists with the written approval of the Commanding Officer, Naval Weapons Station, Charleston, SC, whose approval shall be contingent upon, but not limited to, the following requirements and conditions.

.1 The activities conducted do not prejudice or discredit the interest of the Navy or other agencies of the United States Government.

.2 The YABA will not engage in fund-raising activities which are in direct conflict or compete with Navy Exchange operations.

.3 That the nature and authorized function of the YABA will be established in the organization Bylaws (enclosure 11-1).

.4 Commanding Officer, Naval Weapons Station, has the authority to enforce compliance with the conditions herein and to inquire into and inspect YABA activities and withhold his consent for their existence in the installation if deemed necessary in the interest of the U.S. Government.

.5 The YABA will comply with all Department of Defense, Department of the Navy, and applicable WPNSTACHASN directives.

1104. MWR Department. The MWR Director is charged with the primary responsibility for all dependent recreation programs at the Naval Weapons Station. As an extension of the Recreation program, the MenRiv YABA will render all possible assistance and support to the MWR Department. The MWR Director will provide technical guidance and financial management as it relates to appropriate directives. All property purchased with Recreation funds or YABA funds will be recorded on property cards and maintained by the MWR Department. Custody of all concession equipment will be the responsibility of the President of the YABA.

1105. Organization. The governing body of the MenRiv YABA will be composed of the elected and appointed officers of the organization. Business of the YABA shall be conducted in

accordance with this instruction and YABA Bylaws. Amendments, as approved by the majority of the voting members, will be submitted to the MWR Director for final approval. Responsibilities and duties of the government board consist of the following:

.1 President. An elected officer charged with the overall responsibility of the YABA, YABA funds and equipment. The YABA President will work closely with the applicable commissioner to enhance the success of the youth activity events. The YABA President will submit a monthly financial statement to the MWR Director showing all income and expenditures for the previous month and listing all outstanding charges or debts. After the election of new officers, the outgoing President will assist the new President in reviewing and updating the YABA Bylaws. At the beginning of the sporting year (start of the Soccer season), the President will submit a budget to the MWR Director for the upcoming sporting event.

.2 Vice President. An elected officer who will, in the absence of the President, assume all duties and responsibilities of the President. The Vice President will be responsible for scheduling workers for the concession facilities and will inform the YABA President of any worker(s) who fail to work the concessions and the reason for their absence.

.3 Secretary. An elected officer responsible for recording the minutes of YABA meetings and for notifying members of upcoming YABA meetings and events. Upon election of new officers, the outgoing Secretary will assist the YABA President in updating the YABA Bylaws.

.4 Treasurer. An officer appointed by the YABA President, responsible for maintaining the YABA financial records and for control of YABA funds via the YABA President and/or Vice President. Records maintained by the Treasurer will include a ledger listing all income and expenditures, checking and savings accounts records and a log of all outstanding debts, charges, expenditures and items purchased on consignment. The Treasurer will give a financial report at all YABA meetings, prepare a monthly financial statement for the YABA President to deliver to the MWR Director, and present all financial records to the audit board for audit, quarterly and at any time the President, Vice President or Treasurer is replaced.

.5 Ways and Means. An officer appointed by the YABA President, responsible for purchases necessary for the operation of concession facilities. The Ways and Means will have custody of the Petty Cash fund and will maintain the fund in a manner to be available for audit at all times.

1106. General. All funds generated by the YABA are public funds and such funds are dedicated to the welfare and recreation of the Youth Activities Program. These funds will not be donated to any individual, firm, group, or organization, charitable or otherwise, except for the welfare and recreation of WPNSTACHASN Youth Activities. The organization shall be authorized to expend funds in the amount of $10.00 per month for publicity or social affairs and to promote and encourage membership in the YABA. The annual expenditure of funds for this purpose will not exceed $120.00

1107. Concession Facilities. All concession facilities located adjacent to MenRiv ball fields are the property of the Naval Weapons Station. All alterations, major repairs and use of additional major appliances must be approved by the MWR Director. These facilities may be utilized only by the YABA for the purposes outlined in this instruction. All electrical appliances installed in the concession facilities will have ample electrical power and safeguards. Additions to the present electrical power load would be a safety hazard and, therefore will not be permitted. These precautions are necessary for the protection of the workers and patrons of the concession facilities.

1108. Internal Control. Internal control consists of automatic checks and balances provided by the segregation of records and functions. In the application of internal control, care must be exercised to fix the responsibility and function of each member and to provide a system of checks to ensure the accuracy of the accounting operation. Important phases include the separation of bookkeeping from the sales operation, the maintenance of adequate controls over receipts and disbursements of cash, and the control of merchandise. It is the responsibility of the President of the YABA to maintain a system of internal control which will protect the assets of the YABA. The Comptroller Department, Naval Weapons Station, will conduct a detailed quarterly audit of the financial conditions of the YABA, and make recommendations to the Commanding Officer for improvement or other action which may be required.

1109. Awards. The presentation of awards in recognition of achievement in the Youth Activities Program sponsored by the MWR Department can enhance morale if properly managed. As a general policy, individual awards will be limited to one award for each member of a First and/or Second Place team. There will be no awards for most valuable player, most improved player, best sport, etc. Members of other teams may receive participation plaques. Expenditures for awards should not be disproportional to the overall program requirements and will not exceed an overall cost of $2.80 per participant in any sport or activity. Expenditures for awards for voting YABA members, who are being transferred from the Charleston area, will not exceed an overall cost of $5.00 per family.

1110. Change Fund. The President of the YABA shall authorize the establishment of a Change Fund, in writing, specifying the amount authorized and the name of the individual responsible for the fund. A Change Fund in the amount of money set aside is only for issue to individual cashiers for making change. The entire amount of the Change Fund established will always be in cash. Individual cashiers' change fund will be returned with the daily receipts. The entire amount of the Change Fund must be available for audit at all times.

1111. Petty Cash. The President of the YABA shall authorize, in writing, the establishment of a Petty Cash fund for making small disbursements. The authorization will indicate the amount of Petty Cash authorized and the name of the individual responsible for the fund. The payments in setting up a Petty Cash fund and the replacement of such fund will be by check. The replenishing of the Petty Cash fund must be substantiated by signed Petty Cash Voucher (NAVCOMPT Form 743) and the dealer's sales slip or receipts when applicable.

1112. Sales. Cash and checks received from the sale of concession items or other fund-raising functions will be received by a person designated as a cashier. Individual cashiers will be provided with a change fund. Daily, upon completion of the cashier's tour of duty, the daily receipts will be turned over to YABA Treasurer. In those instances where daily receipts cannot be delivered to the Treasurer at the close of the business day, the receipts will be delivered the following day prior to the opening of the day's business. All funds will be kept locked in a safe place when not under personal surveillance by the person charged with the safekeeping of such funds.

1113. Cash Box. When the use of a cash register is not practical, the cashier will be furnished a metal Cash Box. When in use, the Cash Box will be in the Custody of the Cashier at all times. When the Cash Box is also used to turn in the daily receipts, the Cash Box will be placed in a safe or other secure place until the cashier is able to present the receipts for verifications and removal by the Treasurer.

1114. Daily Activity Record. Each cashier will count the cash and prepare appropriate portions of the Daily Activity Record (NAVCOMPT Form 738) and submit the record to the Treasurer. Forms must be filled out in ink and signed by the cashier.

1115. Bank Deposits. The full amount of cash and checks received with the NAVCOMPT Form 738 will be deposited intact to the account in the full name of the YABA. All checks received will be stamped "For Deposit Only to the Account of the MenRiv YABA." In no instance will checks received be personally endorsed or cashed. The funds will not be deposited in the name of an individual. Deposits will be made as soon as possible. When the cash on hand to be deposited is less than $100.00, deposit may be delayed until the amount to be deposited reaches approximately that amount. All cash and checks will be kept in a locked safe until deposited. All deposits will be recorded and should agree with total cash received as shown on the NAVCOMPT Form 738. A deposit slip will be certified by the bank and filed with permanent accounts and records.

1116. Sanitation. The YABA will ensure that good housekeeping practices are followed in the concession facilities and that sanitary practices are followed in storage and preparation of foods. Daily duties of the person in charge involves ensuring food service personnel are personally clean and following good sanitation practices, monitoring/inspecting food preparation, and emptying/cleaning garbage cans. The continuous responsibility of the Public Works Department will provide effective protection against rodents, roaches, flies and other insects and ensure that the refrigeration spaces are operating at the adequate level to preserve perishable foods. Although these are minimum standards for the purpose of sanitation of the concession facilities, the YABA is responsible for any additional regulations required to maintain a clean and safe facility for the benefit of the patrons and workers.

1117. Fire Protection. The nature of the operations being conducted at the Naval Weapons Station, Charleston, makes it mandatory that every precaution be taken to minimize the possibility of fires gaining a start. When fires do start despite preventive measures, the extent of the resulting damage will usually be directly proportional to the effort put in the practice of good fire prevention and fire protection habits. All members of the MenRiv YABA will familiarize themselves with WPNSTACHASNINST 11320.2C; Subj: Fire Protection and Fire Prevention Regulations.

BYLAWS OF THE
MENRIV YOUTH ATHLETIC BOOSTER ASSOCIATION (YABA)
NAVAL WEAPONS STATION
CHARLESTON, SC

1. The special interest group will be named the MenRiv YABA. All funds raised by the YABA will be used to support the Youth Activities Program at the Naval Weapons Station, Charleston, SC.

2. Objective. The primary responsibility of the organization will be to raise funds in direct support of the Youth Activities Program. Expenditures will consist of official's fees, purchasing of awards, All-Star uniforms, and concession resale items. The organization is encouraged to submit ideas for new facilities or improvement of existing facilities. Participation in the construction and funding of self-help projects concerning Youth Activities Programs is encouraged and should be considered by the organization.

3. Membership. All active duty and retired military personnel and their dependents 18 years of age and older, who are interested in providing a wholesome and worthwhile youth recreation program for military youth, are eligible and encouraged to become members. To be a voting member, you must attend three meetings. Members who miss four consecutive meetings without just cause lose their voting privileges. All members must comply with the Bylaws of the YABA and other youth activities Bylaws and policies.

4. Dismissal. Any member not complying with the Bylaws or other policies, or any member behaving in an improper manner at any sport, recreation or social event pertaining to the Youth Activities program will be subject to dismissal from the YABA upon approval by a majority of the members of the YABA. Dismissal appeals may be made to the Commanding Officer, Naval Weapons Station, via the MWR Director.

5. Meetings. The YABA will normally meet twice a month. The President of the YABA will serve as a member of the Youth Activities Advisory Council and shall attend Council meetings or send a representative of the YABA.

6. Methods of Fund Raising. The primary fund raising project will consist of operation of concession facilities at athletic events. The YABA will also take part in the annual MenRiv Carnival. Other fund-raising projects will be approved by the MWR Director. Department of Defense regulations prohibit door-to-door solicitation; therefore, no team unit, organization or individual associated with the MWR Department will solicit for money, support, or for any other reason without command approval. Request for approval shall be submitted via the MWR Director.

7. Control of Funds. No cash disbursements will be made except from the petty cash funds. A bank account will be maintained with a local banking facility. All checks will have two of the following three signatures: President, Vice President or Treasurer. All purchases having a total charge of over $200.00, except items for resale within the concession facilities and items previously submitted with the yearly YABA budget, will be submitted to the MWR Director. No purchases or other type of expenditures will be made that would liquidate the YABA funds except for resale items bought on consignment for use in YABA fund raisers. An invoice for purchases made must be received and will be retained on file. All records are to be retained for not less than one year. This fund will be audited on quarterly basis by an audit board designated by the Commanding Officer.

8. Dissolution of the YABA. Residual assets remaining upon dissolution of the YABA will be turned over to the MWR Director to be utilized in the total Youth Activities Program.

(NAF)NWS-1710/18 (6/82)

YOUTH SPORTS REGISTRATION

CIRCLE ONE: CHEERLEADER BASEBALL FOOTBALL SOFTBALL BASKETBALL SOCCER SWIMMING

NAME _____ ( ) ( )
LAST FIRST MIDDLE NAME M F

ADDRESS _____ PHONE _____

AGE _____ DATE OF BIRTH _____ WEIGHT _____ HEIGHT _____
MONTH DAY YEAR

FATHER'S DUTY STATION _____

PREVIOUS EXPERIENCE _____ YEARS. MENRIV TEAM LAST YEAR _____
NAME

PARENTAL CONSENT AND RESPONSIBILITIES: I understand the Youth Sports Program is a volunteer organization and my responsibilities are as follows:

Must work the concession stand on assigned nights - failure to do so will result in my child being suspended from the following game.

Must assist in the fund-raising projects announced.

Must provide any equipment not provided by Recreation Services - encouraged to attend any scheduled parents meeting.

Must arrange for my child's transportation to and from all practices and games.

My son/daughter has my consent to participate in the Youth Sports Program. I agree to abide by all decisions made by the League Commissioner. I further agree not to hold any of the league officials or volunteers responsible for the safety of my child.

_____
(SIGNATURE OF PARENT OR GUARDIAN)

OFFICIAL USE ONLY

PROOF OF BIRTH: Dependent's I.D. Card ( ) Yes ( ) No
Birth Certificate ( ) Yes ( ) No

REGISTRATION FEE PAID: ( ) Yes ( ) No

_____
(RECEIVED AND RECORDED BY LEAGUE OFFICIAL)

_____ 19_____

RECEIVED FROM _____

_____ DOLLARS

Registration for _____ children

_____
(SIGNATURE OF OFFICIAL)

(NAF)NWS-1710/17 (6/82)

YOUTH COACH REGISTRATION FORM

CIRCLE ONE: BASKETBALL BASEBALL SOFTBALL FOOTBALL CHEERLEADING SOCCER

DATE_____

NAME_____(M) (F)_____
LAST FIRST (MI) RATE

HOME ADDRESS_____
Street City Zip Code

MENRIV HOUSING ( ) Yes ( ) No HOME PHONE_____

DUTY STATION_____
(Give complete mailing address - DO NOT ABBREVIATE)

DUTY/WORK PHONE_____ _____

TEAM MANAGED LAST YEAR_____
League Team Place

TEAM COACHED LAST YEAR_____
League Team Place

TEAM PREFERRED THIS YEAR_____ Manager or Coach
League Team

PREVIOUS EXPERIENCE IN COACHING YOUTH_____

WHEN AND WHERE_____
WHICH AGE GROUP_____ WHICH SPORT_____

COACH'S AGREEMENT

I understand the Youth Sports Program is a volunteer organization. I agree to do my share in fund-raising projects and support the Boosters. It is understood that the parents of the children participating in the Youth Sports Program MUST help out on the fund-raising projects and work the concession stand when scheduled by the team mother or have an adult take their place. FAILURE to do this by the parent will cause their child to be automatically suspended from their next scheduled game by me their coach/manager. I will conduct myself in a sportsmanlike manner at all times when I am involved in YOUTH ACTIVITIES. I agree to abide by all decisions handed down by the protest board elected by member coaches. I have read the youth sport bylaws and agree to abide by them. I will promote a wholesome atmosphere at all times for the children to participate in.

_____
Signature

TEAM AND LEAGUE ASSIGNED TO:_____ Manager or Coach
Team League

SIGNATURE OF COMMISSIONER_____

APPROVED BY:_____
Youth Sports Coordinator

NAVAL AIR STATION LEMOORE

YOUTH SPORTS BOOSTERS ASSOCIATION

BY LAWS

ARTICLE I - Organization

This association shall be a non-profit unincorporated association. The name of this organization shall be Youth Sports Boosters Association. Address in care of the Youth Center, Bldg. 950, Naval Air Station, Lemoore, California, 93246-0001.

ARTICLE II - Goals

Section 1

The Booster Association exists for the purpose of broadening the involvement of dependent youth, their families, and the Naval Air Station through support for all youth sports programs. The Booster Association works to achieve this through active participation of as many parents as possible in the Booster Association's programs, and in concentrated support for individual sports, working closely with the coaches, Youth Sports Coodinator, and Youth Center Director.

a. To support, promote and maintain a high standard of integrity and good sportsmanship in all Youth Center sponsored youth sports activities.

b. To foster and promote good will and fraternal spirit among the members.

c. To promote and encourage better attendance to all sports activities by the parents, friends of athletes, and the general population of the Naval Air Station.

d. To promote and encourage more young boys and girls to get involved in athletics either as an active participant or as a volunteer assistant such as statistician, scorekeeper, etc.

e. The Booster Association Board of Directors may help to create smaller committees to directly support each youth sports activity, or support a strong revenue producing program to raise funds to assist all sports activities sponsored by the Youth Center by legitimate methods as determined by the Board of Directors and the Station Judge Advocate General (JAG).

f. All money raised by special fund raising projects will be deposited in an Association account to be utilized in a manner of general agreement with the Association membership and officers.

ARTICLE III - Membership

Section 1

Parents and friends of all past or present youth athletes or other sports interested persons will be eligible for membership in the Association.

Section 2

There will be no membership dues.

Section 3

A special sponsors membership for groups wishing to contribute to the Association shall be available. Sponsorship fees will be set by the Board of Directors and approved by the Staff JAG.

Section 4

The Youth Center Director will automatically be considered an ex-officio member of the Association. The Youth Center Director will serve in an advisory capacity only, with no voting privileges.

ARTICLE IV - Officer elections

Section 1 - Officers

Officers shall consist of a President, Vice President, Treasurer, and Secretary. There shall be such additional officers, committee chairpersons, commissioners and other officials as the President shall appoint.

Section 2 - Election of Officers

Election of officers shall take place at the Election Meeting of the association, to be held in March of each year or as near to there as possible. The slate of officers should be presented to the new membership at the Nomination Meeting held in February or directly preceding the Election Meeting. The proposed slate shall be nominated by a nominating committee hereafter defined and the committee may nominate more than one proposed officer for each position. The proposed nominations may be accepted by the nominating committee in their sole consideration from the floor during the Nomination Meeting or the nomination committee may generate nominations itself. The full slate or slates as presented by the nominating committee must be accepted by the Executive Board and will be presented and voted upon at the Election Meeting.

Section 3 - Nominating Committee

The Nominating committee shall consist of five members; two shall be selected by the executive board; two shall be elected from the floor at a general meeting of the Association to be held preceding the Nomination Meeting; and one shall be the Association President.

Section 4 - Term

Officers shall serve for one year and not for more than two years consecutively.

Section 5 - Eligibility

Any active member will be permitted to hold office or vote in elections.

Section 6 - Voting

Voting shall be by secret ballot at the Election Meeting. There shall be an election committee of three appointed by the President of the Association on the day of the election of officers.

The duty of the election committee shall be to pass out the ballots, collect the ballots, count them, and the chairman of that committee is to read the final count to the Association. In the event there is more than one person nominated for any one office, then whoever wins the majority of votes cast will be deemed winner of the election.

In the event there is but one nominee for any particular office, and that nominee does not receive a majority of the votes cast, then the Executive Board shall appoint an eligible member to serve that office until the next regular election, or as an alternative, the Executive Board may determine to hold another election for that particular office. The President, with the consent of the nominating committee, may forego the secret balloting and call for election by voice if he deems that the electors are clearly in favor of such procedure.

Section 7 - Installation

Installation of officers shall be at the June meeting or final meeting of the school year, at which time the new officers shall take over their duties in all manners affecting the next subsequent school year.

Section 8 - Annual Meeting

The annual meeting of the Association shall be the first meeting of the school year which, ordinarily, will be held in August. At the annual meeting, all annual reports will be received and the new officers and new board, if organized, shall

hold a joint session. At the joint session, the retiring officers and board transfer books and papers in their possession belonging to the Association to the new administration, and otherwise advise the new administration as to the status of affairs of the Association.

ARTICLE V - Duties of Officers

Section 1 - President

It will be the duty of the President to preside at all regular, special meetings, and Board meetings. The president will perform all of the duties of the office, appoint all committees and committee chairpersons and will be an ex-officio member of all committees and commissions, except the nominating committee of which he will be a member. The President will also sign all contracts, checks and disbursements, subject however, to the approval or ratification of the Executive Board. He/She shall be able to disburse funds up to $250.00 with the approval of the Vice President or Treasurer, with a miminum of two (2) signatures of authorized individuals. Any disbursement of funds over $250.00 will require approval of the general membership. The President shall have regular meetings with the Youth Center Director.

Section 2 - Vice President

The Vice President shall act as President in the event of his/her absence, death, or incapacity and shall assume his/her duties for the balance of his/her term unless replaced by the Board. The vice president's line of succession shall be designated at the time of their elections.

Section 3 - Secretary

It shall be the duty of the Secretary to keep a record of all regular and special meetings, and all Board meetings. It shall also be the duty of the Secretary to maintain a procedure book which is a record of the activities of the Association compiled into a permanent form.

It shall be the duty of the Secretary to conduct the correspondence of the Association; keep a list of the membership's current addresses; send out all notices when not hereinafter provided for and send special letters unless otherwise provided for in the standing rules. A sustaining membership program shall be maintained.

Section 4 - Treasurer

It shall be the duty of the Treasurer to receive all monies due to the Association and deposit same in a place approved by the Association. The Treasurer shall disburse the funds of the Association only for purposes approved by the Association.

The Treasurer shall present a statement of account at all regular meetings and at other times when requested t do so by the President and shall make a full report at tne annual meeting. The accounts of the Treasurer must be audited periodically by a committee approved by the President, and submitted to the commanding officer for review in accoruance with NASLEMINST 5420.10D.

ARTICLE VI - Executive Committee

Section 1

The executive committee shall consist of the elected officers.

Section 2

The duties of the executive committee shall be to transact emergency business in the interval between executive board meetings.

Section 3

Meetings of the executive committee shall be held once a month.

ARTICLE VII - Executive Board

Section 1

The executive board shall consist of the officers of the association, elected commissioners, chairmen of stand committees, the Youth Center Director (in an advisory position as a non-voting member) and the command representative in accordance with NASLEMINST 5420.10D. The chairpersons of the standing committees shall be selected by the officers of the association. The members of the executive boara shall serve until the election and qualification of their successors.

Section 2

The duties of the executive board shall be:

a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association or executive committee.

b. To create standing committees and commissions.

c. To approve the plans of work of the standing committees.

d. To present a report at the regular meetings of the association.

e. To prepare and submit to the association for approval a budget for the fiscal year.

f. To approve any bills within the limits of the budget.

g. To approve elected commissioners.

h. To nominate a command representative.

Section 3

Regular meetings of the executive board shall be held monthly, the time to be fixed by the board at its first meeting of the year. Special meetings of the executive board may be called by the president or by a majority of the members of the board.

ARTICLE VIII - Meetings

Section 1

Regular meetings of the association shall be held the second Tuesday at 7:30pm each month, unless otherwise provided by the association or by the executive board. Seven (7) days notice having been given.

Section 2

Special meetings may be called by the executive board, two days notice having been given.

Section 3

The annual meeting shall be in August.

ARTICLE IX - Commissions

Section 1

Commissions shall be formed to represent individual sports, e.g. T-Ball, Soccer, Basketball, etc.

Section 2

Membership on commissions is open to any association member. Members of the Executive Committee shall serve as ex-officio members only.

Section 3

Each commission will elect a commissioner to preside at commission meetings and serve on the Executive Board of the Association.

Section 4

The commissioner shall present a plan of work to the Executive Board for approval. No commission work will be undertaken without the consent of the Executive Board.

Section 5

Commissioners will serve a term of one year or until the election and qualification of his/her successor.

Section 6

The President shall serve as an ex-officio member of all commissions.

ARTICLE X - Standing And Special Committee

Section 1

The executive board may create such standing committees as it may deem necessary to promote the objects and carry on the work of the association. The term of each chairperson shall be one year and until the election or qualification of his/her successor.

Section 2

The chairperson of each standing committee shall present a plan of work to the executive board for approval. No committee work will be undertaken without the consent of the executive board.

Section 3

The power to form special committees and appoint their members rests with the association and the executive board.

Membership in this association shall not entitle or vest any of the members with any property rights or rights having monetary value of any kind whatsoever, including but not limited to property rights or monetary rights in the Youth Center or in the association.

ARTICLE XI - Amendments

These by-laws shall be approved by a meeting of the regularly called general membership, by a majority vote of those members eligible to vote and actually casting their vote at said meeting. The by-laws may be amended by a two-thirds vote of the members present at any regularly called meetings. Such amendments may only be recommended by the Executive Board and shall be presented in writing and read at the regular meeting prior to the time of voting

ARTICLE XII - Relationship with Youth Center

The Booster Association shall operate in full support of the Youth Center program. At no time should the Booster Association make recommendations or become directly involved in the day to day operation of the Youth Center program. The Booster Association serves only to support the Youth Center athletic program and has no direction in policy established by the Commanding Officer, Recreation Services Department, or higher authority.

Section 1

Boosters Association funds are for the sole purpose and benefit of youth sports at Naval Air Station Lemoore.